

Destroy when information no longer required. (N1-NU-89-5)

4. Publications, Instructions, and Memoranda of Agreement. Includes specifications, doctrine, and guidance pertaining to standards and interoperability.

Destroy when superseded, cancelled or no longer required. (N1-NU-89-5)

SSIC 3100-3199

OPERATIONS RECORDS

SSIC 3100

GENERAL OPERATIONS RECORDS

Records of shore-based Navy and Marine Corps activities as well as afloat activities when the activity is an integral part of the operating forces (including both fleet commanders and fleet command activities), but does not include records relating to the direction of the operating forces maintained by the OPNAV and HQMC.

The term "Fleet Command" or "Flag Command," as used here, refers to an officer or his or her staff who directs the movements of two or more vessels, aviation squadrons, companies, or other units, or who directs an administrative or special Navy and Marine Corps command whose functions are a part of Fleet Operations.

1. Navy and Marine Corps Fleet Command (FLAG) Files. Files related to the command's primary mission, its fleet operational functions, and the command's organization. They consist of correspondence, messages, and message summaries, reports, instructions, movement orders, maps, studies, photographs, charts, overlays, plans, sketches, memoranda, minutes of staff conferences, staff studies, project plans and specifications, war diaries or unit journals, action reports, patrol and reconnaissance reports, and other records that document the planning, development, execution and history of the command's mission and its specific operations which include combat, training, readiness, and intelligence operations, and the organization, movement, and deployment of fleet units, and other correlated operations. Included are files of Commander in Chief, US Atlantic Command; Commander in Chief, US Pacific Command; Fleet Commanders in Chief, i.e., Commander in Chief, US Atlantic Fleet (CINCLANTFLT), Commander in Chief, US Pacific Fleet (CINCPACFLT), and Commander in Chief, US Naval Forces Europe (CINCUSNAVEUR); Fleet Commanders, i.e., 2nd, 6th, 3rd, 5th, 7th, and other numbered fleets as activated; Naval Force Commands as defined in SNDL Part 1 including Navy Component Commanders of Unified Commands, but excluding Naval Construction and Naval Reserve Forces; Type Commanders, i.e., Naval Air Force Commanders, Naval Surface Force Commands, Naval Submarine Force Commanders, and Commander Mine Warfare Command; and units subordinate to Force Commanders, i.e., Flotilla, Wings, Squadrons, Task Forces, Task Groups, etc. that are commanded by a flag officer).

PERMANENT. Retire to WNRC when 4 years old.  
Transfer to NARA when 25 years old. (N1-NU-89-5)

2. Marine Corps Activities and Individual Operating Force Activities Records.

- a. General correspondence files of individual fleet command (operating forces) activities. Files related to the routine internal operation and administration of the individual fleet activity.

Destroy when 2 years old. (N1-NU-89-5)

- b. Records of Marine Corps Activities. Operational records and records pertaining to activities, alerts, and deployments in actual or potential combat-type situations of Fleet Marine Force activities through regimental (group) size, including separate battalions (squadron) and companies; and battalions (squadrons) or companies on detached service that are not duplicated in fleet commanders' files.

PERMANENT. Retire to WNRC when 4 years old or upon disestablishment, whichever is earlier. Transfer to NARA when 20 years old. (N1-NU-89-5)

3. Reserve Fleet Headquarters Records. Records of reserve fleet components, including reserve fleet group and subgroup headquarters. (Does not include records accumulated aboard individual vessels, regardless of whether records are left aboard ship when placed in reserve or are moved to the group or subgroup headquarters to be maintained on a current basis.)

- a. General correspondence files.

Destroy when 2 years old. (N1-NU-89-5)

- b. Ship inactivation records. Files related to the status of ships under the headquarters' cognizance.

Destroy upon reactivation of ship concerned or when ship leaves jurisdiction of the cognizant reserve fleet, whichever is sooner. (N1-NU-89-5)

- c. Ship Material Readiness Records.

(1) Reserve fleet headquarters correspondence, reports, inspection records, and other readiness data.

Retire to nearest FRC 2 years after reactivation of ship concerned. Destroy 3 years after transfer. (N1-NU-89-5)

(2) Reserve fleet group and subgroup headquarters individual vessel files consisting of work orders and similar records related to the inactivation, status, and reactivation of individual vessels. Files also include electronic and ordnance material readiness records and machinery indexes or machinery index work sheets.

- (a) When ship is activated.

Transfer to ship concerned. (N1-NU-89-5)

- (b) When ship is sold or transferred and stricken from the naval list.

1. Pertinent plans, equipment, and maintenance records.

Transfer to new owner. (N1-NU-89-5)

2. All other records.

Destroy immediately. (N1-NU-89-5)

(c) When ship is scrapped, or sold as scrap, and stricken from the naval list.

Destroy immediately. (N1-NU-89-5)

d. Dehumidification (D/H) Records.

(1) Instrument readings, including zone and package readings, hygrometer checks, and periodic readings and reports on D/H.

(a) If summarized to show elapsed time to reach 30% humidity, average hours per day D/H machines operate to maintain 30% relative humidity, and prolonged or marked deviation from required average humidity.

Destroy when 2 years old. (N1-NU-89-5)

(b) If not summarized.

Destroy after next periodic Board of Inspection and Survey Inspection or after reactivation of ship concerned, whichever is later. (N1-NU-89-5)

(2) Completed D/H job orders.

Destroy 6 months after posted to the relevant history card or D/H machinery and equipment. (N1-NU-89-5)

(3) D/H plans.

Destroy when superseded or no longer applicable, whichever is later. (N1-NU-89-5)

(4) History cards for D/H machinery and equipment.

(a) If machinery or equipment is returned to stock or transferred.

Transfer with machinery or equipment. (N1-NU-89-5)

(b) If machinery is surveyed.

Destroy when surveyed. (N1-NU-89-5)

4. Construction Force Activities Records.

a. Primary program records. Correspondence, reports, and other records accumulated by the Office of the DCNO (Logistics) (N4) and Naval Facilities Engineering Command (NAVFACENGCOM) Headquarters that relate to the policy, direction, and employment of naval construction forces as part of the Navy Operating Forces and to the planning, development, and execution of plans and projects.

PERMANENT. Retire to WNRC when 5 years old.  
Transfer to NARA when 20 years old. (N1-NU-89-5)

b. General correspondence files. Correspondence, messages, and reports accumulated by OPNAV, NAVFACENGCOM, and other Departmental Headquarters Offices that relate to the routine administration of the Naval Construction Forces.

Destroy when 5 years old. (N1-NU-89-5)

c. Commanders Construction Battalions (COMCBLANT/COMCBPAC) and Naval Construction Regiments Administrative Files. Records documenting the employment, movement, readiness, and field operations of construction forces including operational, logistic, and project

planning. Include copies of OP Orders, Plans, and Public Affairs materials.

Forward to:

NAVFACENGCOM Historian  
Bldg. 99, CBC  
Port Hueneme, CA 93041

when 2 years old. Destroy when no longer required for historical program use. (N1-NU-89-5)

d. Construction unit files. Correspondence, reports, tasking instructions, and related records that document the routine administration and operations of the unit. Include copy of command history, unit originated OP Orders, unit copies of muster rolls, unit newsletter files, and nonofficial photographs of construction projects and training exercises. Records are maintained by Mobile Construction Battalions (MCB), Amphibious Construction Battalions (ACS), Construction Battalion Detachments, Underwater Construction Teams, and Reserve Naval Mobile Construction Battalions.

Forward to NAVFACENGCOM Historian, Bldg. 99, CBC, Port Hueneme, CA 93041 when 2 years old.  
Destroy when no longer required for historical program use. (N1-NU-89-5)

e. Officer of the Day Battalion Logs.

Destroy when 2 years old. (N1-NU-89-5)

f. Deployment completion reports. Comprehensive narrative reports of operations. Records accumulated by Mobile Construction Battalions and Amphibious Construction Battalions.

Forward originator copy to NAVFACENGCOM Historian, Bldg. 99, CBC, Port Hueneme, CA 93041 when 1 year old. Destroy when no longer required for historical program use. (N1-NU-89-5)

g. Monthly reports of operations.

(1) Prepared by deployed units.

Destroy when 2 years old. (N1-NU-89-5)

(2) Prepared by Construction Battalion Detachments and Reserve Construction Force Units.

Cutoff files annually. Forward to:

NAVFACENGCOM Historian  
Bldg. 99, CBC  
Port Hueneme, CA 93041

when 2 years old. Destroy when no longer required for historical program use. (N1-NU-89-5)

h. Logistics records.

(1) Records of brigades and regiments (logistic divisions) documenting plans and procedures for material support within advanced base functional components.

Destroy when 4 years old. (N1-NU-89-5)

(2) All other records.

Destroy when 2 years old. (N1-NU-89-5)

i. Construction Maintenance Records.

(1) Records related to construction schedules, project requirements for material and equipment, technical services, technical field assistance to naval construction forces, plans for projects assigned them (brigades and regiments only). Correspondence related to employment schedules of naval construction forces (brigades only).

Destroy when 2 years old. (N1-NU-89-5)

(2) Work progress and other reports related to the operation and performance of plants, power, equipment, and installations.

(a) When summary reports are made.

1. Battalions.

Destroy when 6 months old. (N1-NU-89-5)

2. All other activities.

Destroy when 1 year old. (N1-NU-89-5)

(b) When summary reports are not made.

1. Permanent units.

Destroy 2 years after plant is closed. (N1-NU-89-5)

2. Mobile units.

Destroy after completion of project, after plant is closed, or 3 months after deployment, whichever is later. (N1-NU-89-5)

(3) Records relating to maintenance work such as shop schedules, progress reports, status reports, and related data.

(a) When summary reports are made.

Destroy when 6 months old. (N1-NU-89-5)

(b) When summary reports are not made

1. Permanent units.

Destroy when 1 year old. (N1-NU-89-5)

2. Mobile units.

Destroy 3 months after deployment. (N1-NU-89-5)

(4) Logs of operations, equipment and installations.

(a) When summary reports are made.

Destroy when 1 year old. (N1-NU-89-5)

(b) When summary reports are not made.

1. Permanent units.

Destroy 2 years after plant is closed. (N1-NU-89-5)

2. Mobile units.

Destroy when project is completed or plant is closed, whichever is earlier. (N1-NU-89-5)

(5) Work orders, work requests, and related papers.  
(See SSIC 4200 for job purchase orders.)

(a) Permanent units.

Destroy 1 year after completion of project. (N1-NU-89-5)

(b) Mobile units.

Destroy after deployment. (N1-NU-89-5)

(6) Other construction, maintenance, and facility records not specifically covered in this paragraph.

Retire records under appropriate subsection of SSIC 11200. (N1-NU-89-5)

5. Deck Logs of Commissioned Vessels of the U.S. Navy.

a. Original Deck Log maintained by the Officer of the Deck on a watch to watch basis on all commissioned vessels of the United States Navy.

Commanding officer forward daily deck logs monthly to Naval History and Heritage Command (NHHC) as directed by OPNAVINST 3100.7B. (N1-38-92-1)

b. Original Deck Logs predating 1 January 1979 in the custody of the NHHC (OPNAV (N09BH)).

PERMANENT. Transfer to NARA annually when 30 years old. (N1-38-92-1)

c. Silver halide microform and one diazo copy of Deck Logs created 1 January 1979 and later in the custody of the NHHC.

PERMANENT. Transfer to NARA annually when 30 years old. (N1-38-92-1)

d. Second diazo copy of Deck Logs created 1 January 1979 and later and in the custody of the NHHC.

Retain on board. Destroy when no longer required for reference use. (N1-38-92-1)

e. Original Deck Logs created 1 January 1979 through 31 December 1993.

Destroy when microfilm has been verified for conformity with archival quality standards and completeness. If log has not been microfilmed: PERMANENT. Transfer original to NARA annually when 30 years old. (N1-NU-98-1)

f. Original Deck Logs created 1 January 1994 and later.

PERMANENT. Transfer to NARA annually when 30 years old. (N1-NU-98-1)

6. Operational Records of Commissioned Naval Vessels. Logs, Reports, Notebooks, Check off Sheets and Similar Records relating to Seamanship and Navigation that are maintained by Commissioned Vessels of the U.S. Navy.

a. Quartermaster's Notebook.

Destroy 3 years after the date of the last entry. (N1-NU-89-5)

b. Commanding Officer's Night and Day Order Books.

Destroy when 2 years old. (N1-NU-89-5)

c. Engineering logs and engineer's bell book.

Destroy 3 years after the date of the last entry. (N1-NU-89-5)

d. Magnetic compass records.

Destroy 1 year from date of the last entry. (N1-NU-89-5)

e. Navigational timepiece performance certificates.

Destroy when rate for new or replacement instrument has been established on board ship. (N1-NU-89-5)

f. Navigational timepiece rate books.

Destroy 3 months after book is filled. (N1-NU-89-5)

g. Magnetic compass tables.

Destroy when compass is readjusted. (N1-NU-89-5)

h. Navigator's workbooks and records. Include coastal books, loran logs, sight record books, direction finder logs, fathometer readings and soundings.

Destroy when 3 years old. (N1-NU-89-5)

i. Navigational, hydrographic and meteorological charts, maps, and publications. Include sailing directions, light lists, and other navigational devices.

Destroy when cancelled, superseded, or no longer needed for current operations. (N1-NU-89-5)

j. Port clearance records.

Destroy when 1 year old. (N1-NU-89-5)

k. Anchor logs.

Destroy after next regular shipyard overhaul. (N1-NU-89-5)

l. Condition inspection reports and check off sheets. Conditions that may affect the safety or operation of the vessel that are maintained by the First Lieutenant.

Destroy when 3 months old. (N1-NU-89-5)

### **SSIC 3101**

#### **ELECTRONIC/DIGITAL SHIPBOARD OPERATIONS MONITORING RECORDS**

Records in this series pertain to ships equipped with systems capable of capturing (in electronic format) information generated during ship operations and used either directly or indirectly to monitor ship operations. These include ships that are originally built with this technical capability or subsequently have this technical capability added. Records in this series include, but are not limited to audio, communication, video, and event reconstruction (e.g., AEGIS electronic war diary) records. This schedule does not include electronic or paper deck logs found under SSIC 3100.5.

1. Video Monitoring Records. Pertains to ships equipped with video cameras/systems capable of capturing and storing video records in electronic format that are used to

provide monitoring of a ship's passage ways, equipment, weapons systems, flight decks, manned and unmanned areas, etc. Video monitoring may be conducted within numerous areas both within and outside of the ship's structure.

a. Routine Monitoring. Records consisting of electronic video monitoring data captured and stored in electronic format, of monitored locations in which no event has occurred as defined in subparagraphs 1b through 1d of this SSIC during the time period in which the monitoring occurred.

(1) Video frame rates less than or equal to 5 frames per second.

Destroy when 2 days old. (N1-NU-10-3)

(2) Video frame rates greater than 5 frames per second.

Destroy after 8 hours. (N1-NU-10-3)

b. Exercise Monitor. Records consisting of electronic video monitoring data captured and stored in electronic format during conducted exercise and/or training events involved in the exercising of equipment and/or personnel such as but not limited to fire drills, rescue and assistance exercises, main space fire drills, flooding drills, operational evaluations and fleet exercises. This data is used to evaluate events such as exercise/training events, perform root causes analysis and establish corrective action and training requirements.

Destroy when 10 years old or no longer required, whichever is later. (N1-NU-10-3)

c. Ship Operations. Records consisting of electronic video monitoring data captured and stored in electronic format during ship operations where a significant or catastrophic event occurs such as but not limited to fire, criminal activity, equipment failure, flooding, collision, etc. or which is identified at the time as having possible legal, safety, political or other implications to the DON or National Security.

Destroy when 10 years old or when studies/operational analysis is completed, whichever is later. (N1-NU-10-3)

d. Armed Conflict. Records consisting of electronic video monitoring data captured and stored in electronic format during actual direct armed contact between United States ships and a hostile force.

PERMANENT. Pre-accession to National Archives when studies/operational analysis has been completed. Transfer to National Archives when 10 years old in format mutually agreed to by National Archives and the transferring entity at the time of transfer. (N1-NU-10-3)

NOTE: See Part V, paragraph 5 of this manual.

2. Communications Records. Pertains to ships having equipment or systems capable of capturing and recording